

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>ADMINISTRATIVE AIDE</u>	Classification Code:	<u>00416400</u>
Salary Range:	<u>Gr. 4412A \$28,717 - \$31,305</u>	Reference Position Number:	<u>2725-10000-#346</u>
Department or Agency Name:	<u>JUDICIAL/SUPERIOR COURT</u>	Application Period:	<u>JANUARY 17 - 26, 2007</u>
Division/Section/Unit:	<u>SUPERIOR</u>		
Shifts and Days:	<u>Monday - Friday First</u>	Job Location:	<u>Any of the 4 counties</u>
Restrictions/Limitations:	<u>LIMITED PERIOD POSITION ENDING 6-23-07</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional, & Technical Employees' Local Union 808</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

Assists with the general management of calendar operations. Required to perform other clerical duties, including typing, filing, answering telephones, responding to public inquiries, and other related duties.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Graduation from a senior high school, including or supplemented by courses in typing and data and/or word processing; or any combination of education and experience that shall be substantially equivalent to the above.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

Joseph V. Conley
Deputy Court Administrator
250 Benefit Street
Providence, RI 02903
FAX (401-222-8749)

TDD#: 222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

CS-376 Rev. (2/05)